

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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SECRETARY OF THE SENATE
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2019 JUN 17 PM 5:04

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): May 26-June 1, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,512.20 for international airfare \$1,031.81 pp for chartered flight	2 nights in Maputo - \$384 (\$192/night) 1 night in Ilha de Mozambique - \$95.24	2 days in Maputo at \$139 total 3 days outside of Maputo at \$114 total	Interpreters - \$100.40 Security - \$800.00 Insurance - \$77 Visa - \$220.00
<input checked="" type="checkbox"/> Actual Amount	Vehicles \$632 pp TOTAL \$4,175.72	1 night in Nampula - \$95.24 TOTAL: \$574.48	TOTAL: \$238.63	TOTAL: \$1,197.00

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please refer to Addendums A and B.

6/13/19

(Date)

Colleene Thomas

(Printed name of traveler)

Colleene Thomas

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/17/19

(Date)

James Baldi
(Signature of Supervising Senator/Officer)

Addendum A

AGENDA: CARE Learning Tour to Mozambique, May 26 – June 1, 2019

Sunday, May 26

Travel Day

11:00am Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)

Monday, May 27

Travel Day – Maputo, Mozambique

1:25pm Delegation arrives in Maputo, Mozambique

2:15-2:45pm Transfer to hotel

2:45-6:00pm Check-in/unpacking/downtime

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm Scene-Setter Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, May 28

Maputo, Mozambique

Breakfast on own

9:00-9:30am Transfer to site visit 1

9:30-10:45am Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties

10:45-11:15am Transfer to lunch

11:15-12:45pm Lunch Briefing with U.S. Government, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique

12:45-1:45pm Transfer to site visit 2

1:45-3:45pm Site Visit 2: Visit Umbeluzzi Center and Farm Trials to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers

3:45-5:00pm Transfer to hotel

5:00-6:15pm Downtime/shower time

6:15-6:30pm Transfer to reception

6:30-8:00pm Reception with U.S. Ambassador, local government and NGO leaders to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breakfast on own

8:00-9:00am Transfer to airport

9:00-11:30am Plane briefing on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique
Note: Transfer to Nampula. Lunch on charter plane

11:30-1:00pm Transfer to site visit 1

1:00-2:30pm Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties

2:30-3:00pm Transfer to site visit 2

3:00-4:30pm Site Visit 2: Viable Sweet Potato for Africa (VISTA) program to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique

4:30-6:00pm Transfer to Ilha de Mozambique

6:00-7:00pm Downtime/Check-in time

7:00-8:30pm Debrief dinner to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30

Nampula Province, Mozambique

Breakfast on own

- | | |
|---------------|--|
| 9:00-10:30am | <u>Historical Boat Tour of Ilha Mozambique</u> : to understand the importance of Ilha as the former capital of Mozambique and as a major trading post for the Nampula province for centuries. |
| 10:30-11:15am | Transfer to site visit 1 |
| 11:15-12:30pm | <u>Site Visit 1: Visit Village Savings & Loan Association</u> to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses |
| 12:30-1:30pm | Transfer to site visit 2
<i>Lunch provided on vehicles</i> |
| 1:30-4:00pm | <u>Site Visit 2: Tour Banana Grants Facility</u> supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties |
| 4:00-5:45pm | Transfer to hotel |
| 5:45-7:00pm | Downtime/shower time |
| 7:00-8:30pm | <u>Closing Dinner</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development |

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday, May 31

Nampula Province – Travel Day, Mozambique

Breakfast on own

- | | |
|---------------|--|
| 9:30-10:00am | Transfer to site visit 1 |
| 10:00-11:15am | <u>Tour Cashew Factory</u> to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews |
| 11:15-11:45am | Transfer to hotel |
| 12:00-1:30pm | <u>Lunch Roundtable with Aflatoxin</u> researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other |

industry stakeholders to improve the agricultural supply chain and strengthen local and international markets

- 1:30-3:00pm Final packing time
- 3:00-3:15pm Transfer to airport
- 4:40pm Delegation departs for home (Kenya Airlines flight #3)

Saturday, June 1

Travel Day

- 1:04pm Delegation lands in DC (AA #4445)

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ADDENDUM B

There are some slight variances in the agenda as detailed below:

On May 28th, the meeting with the Ministry of Agriculture was unfortunately denied given the minister was out of the country on official travel during the scheduled trip dates.

On May 30th, the cultural activity on Ilha de Mozambique was changed to be a boat tour of the island giving operational hours of the museum.

On May 31st, the roundtable discussion with Aflatoxin researchers, farmers and industry buyers was switched to be a lunch and the tour of the cashew processing factory was moved to be a morning tour in order to better accommodate the cashew workers' work schedule and availability.

Note: The above minor adjustments to the schedule did not impact the hours or content of programming each day. Also note, individual staffer flight costs varied due to the time of purchase of each individual ticket and due to slight fare fluctuations from the airline at the time of purchase.

Addendum C:

Names and titles of ALL Senate invitees.

Invited Senate Congressional Staffers

- Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin
- Sarah Schenning, Legislative Director, Sen. Chris Van Hollen
- Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy
- Corey Tellez, Legislative Director, Sen. Dick Durbin
- Sarah Seitz, Legislative Director, Sen. James Lankford
- Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen
- Judd Gardner, Policy Advisor, Sen. Jerry Moran
- Mackensie Burt, Legislative Director, Sen. John Boozman
- Dan Auger, Legislative Director, Sen. John Hoeven
- Meris Petek, Policy Advisor, Sen. Joni Ernst
- Lauren Reamy, Legislative Director, Sen. Marco Rubio
- Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio
- Erica Chabot, Legislative Director, Sen. Patrick Leahy
- Ryan Pettit, Senior Adviser, Sen. Patty Murray
- Dan Burgess, Legislative Director, Sen. Roy Blunt
- Darin Thacker, Legislative Director, Sen. Steve Daines
- Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin
- Katie Naessens, Professional Staff Member, Senate Agriculture Committee
- Joe Shultz, Staff Director, Senate Agriculture Committee
- Adam Yezerski, Professional Staff Member, Senate Appropriations Committee
- Chris Farrar, Legislative Assistant, Sen. John Boozman
- James Glueck, Staff Director, Senate Agriculture Committee
- Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations
- Anna Knight, Policy Analyst, Senate Committee on Foreign Relations

United States Senate

SELECT COMMITTEE ON ETHICS

May 23, 2019

Colleene P. Thomas
Office of Senator Tammy Baldwin
United States Senate
Washington, DC 20510

Dear Ms. Thomas:

This responds to your recent correspondence concerning an invitation you received to travel on a learning tour to Maputo and Nampula, Mozambique, on May 26-June 1, 2019, sponsored by the Cooperative for Assistance and Relief Everywhere, Inc. (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAY14'19AM 9:28

Name of Traveler: Colleene Thomas

Employing Office/Committee: Senator Tammy Baldwin

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): May 26-June 1, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Maputo and Nampula, Mozambique

Explain how this trip is specifically connected to the traveler's official or representational duties:

Colleene Thomas serves as my Senior Policy Advisor for agriculture and rural development, including foreign food aid and agricultural development, trade, and research. She advises on policy development and appropriations across these areas. This trip will allow for oversight of appropriations directed towards foreign agricultural development programs, an opportunity to assess and develop relationships with emerging markets that could be beneficial to Wisconsin's trade development programs, and insights into potential markets for US tech transfer of solutions for agriculture, water, and rural challenges.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

5/13/2019
(Date)

Colleene Thomas
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tammy Baldwin hereby authorize Colleene Thomas
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

5/13/19
(Date)

Tammy Baldwin
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC APR24'19PM 4:20

Name of Traveler: Colleene ThomasEmploying Office/Committee: Senator Tammy BaldwinPrivate Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)Travel date(s): May 26-June 1, 2019*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Mozambique

Explain how this trip is specifically connected to the traveler's official or representational duties:

Colleene Thomas serves as my Senior Policy Advisor for agriculture and rural development, including foreign food aid and agricultural development, trade, and research. She advises on policy development and appropriations across these areas. This trip will allow for oversight of appropriations directed towards foreign agricultural development programs, an opportunity to assess and develop relationships with emerging markets that could be beneficial to Wisconsin's trade development programs, and insights into potential markets for US tech transfer of solutions for agriculture, water, and rural challenges.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/23/2019
 (Date)

Colleene Thomas
 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

 I, Senator Tammy Baldwin hereby authorize Colleene Thomas
 (Print Senator's/Officer's Name) (Print Traveler's Name)

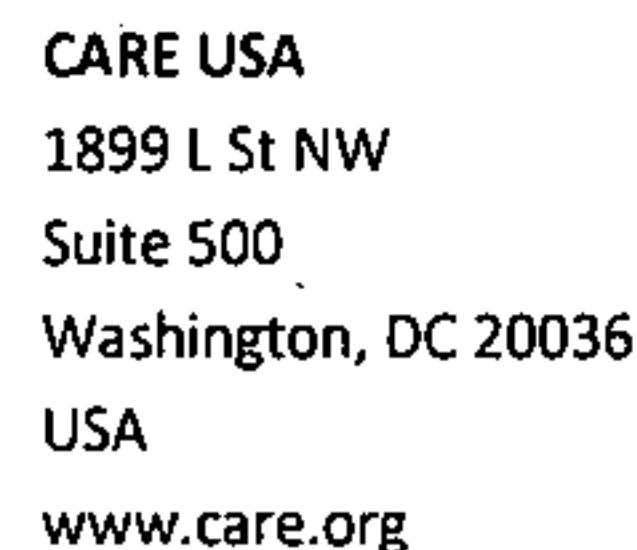
an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/24/2019
 (Date)

Tammy Baldwin
 (Signature of Supervising Senator/Officer)

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United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

To Whom It May Concern:

On this CARE Learning Tour, we will be sponsoring a trip to Mozambique, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Reed L Hall

Rachel Hall
Director, Learning Tours
CARE

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CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides periodic funding to CARE Action Now using a written grant mechanism to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

1300 I [Eye] Street NW
Suite 200 East
Washington, DC 20005, USA
V +1.202.662.8130
F +1.202.220.6799
www.gatesfoundation.org

April 15, 2019

Senate Committee on Ethics
220 Hart Building,
United States Senate
Washington, DC 20510

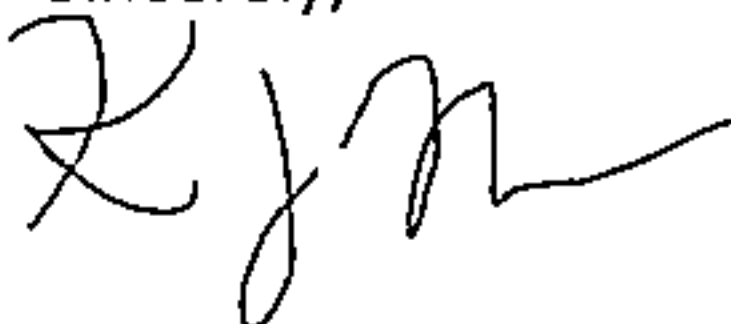
This letter is submitted in response to your request regarding a learning trip beginning May 26, 2019. The Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at kim.webber@gatesfoundation.org or 1.202.662.8195.

Sincerely,



Kim Webber
Program Officer
Bill & Melinda Gates Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: In line with CARE's mission to tackle food and nutrition security, this trip was organized to show how U.S. investments support agricultural R&D and empower smallholder farmers.
3. Dates of travel: May 26-June 1, 2019
4. Place of travel: Maputo, Mozambique and Nampula, Mozambique
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
=OR=
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
=AND=
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
=AND=
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up and CARE is the sole sponsor of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. In line with CARE's mission to combat poverty by promoting food and nutrition security, this trip was organized to show how US investments support agricultural research and development and empower smallholder farmers.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted thirty-one trips with members of Congress and their staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE US implements development programming worldwide and works to promote visibility and provide education on issues important to ending global poverty. This education includes hosting conferences, trainings, briefings, community outreach and study tours on gender, food security and health.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,097.24 for international airfare	2 nights Maputo - \$220	2 days in Maputo at \$110 per day	Interpreters - \$71
<input type="checkbox"/> Actual Amounts	\$1,190.48 pp for chartered flight	1 night Ilha de Mozambique - \$189	3 days outside of Maputo at \$114 per day	Security - \$714.29
	Vehicles \$1,000 pp	1 night Nampula - \$189	TOTAL: \$562	Insurance - \$106
	TOTAL \$4,287.72	TOTAL: \$818		Visa - \$106
				TOTAL: \$1,111

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in Mozambique working to promote improved nutrition and livelihood outcomes for smallholder farmers and their families.

19. Name and location of hotel or other lodging facility:

Polana Serena Hotel - Maputo, Mozambique; Feitoria Boutique Hotel - Ilha de Mozambique, Mozambique
Grand Plaza Hotel - Nampula, Mozambique

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Maputo is \$220/night and \$189/day outside of Maputo

The U.S. Government per diem rates for meals in Maputo is \$110/day and \$114/day outside of Maputo

Our lodging and meal expenses in Maputo and outside of Maputo are equal to or below USG per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly coach class to and from Mozambique and will fly on a chartered plane for travel in

Mozambique. The delegation will use ground transportation in-country. See addendum B for flight details.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Eric Johnson, Secretary and General Counsel

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 404-979-9410

Fax Number: 202-296-8695

E-mail Address: Eric.Johnson@care.org

AGENDA: CARE Learning Tour to Mozambique, May 26 – June 1, 2019

Sunday, May 26

Travel Day

11:00am Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)

Monday, May 27

Travel Day – Maputo, Mozambique

1:25pm Delegation arrives in Maputo, Mozambique

2:15-2:45pm Transfer to hotel

2:45-6:00pm Check-in/unpacking/downtime

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm Scene-Setter Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, May 28

Maputo, Mozambique

Breakfast on own

7:30am Transfer to meeting

8:00-9:00am Meeting with Minister of Agriculture (requested) to learn about the priorities of the Mozambican government in the agriculture sector and to promote food and nutrition security and learn how the government is partnering with the private sector and NGO community to support smallholder farmers

9:00-9:30am Transfer to site visit 1

9:30-10:45am Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties

10:45-11:15am Transfer to lunch

11:15-12:45pm Lunch Briefing with U.S. Government, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique

12:45-1:45pm Transfer to site visit 2

1:45-3:45pm	<u>Site Visit 2: Visit Umbeluzzi Center and Farm Trials</u> to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers
3:45-5:00pm	Transfer to hotel
5:00-6:15pm	Downtime/shower time
6:15-6:30pm	Transfer to reception
6:30-8:00pm	<u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breakfast on own

8:00-9:00am	Transfer to airport
9:00-11:30am	<u>Plane briefing</u> on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique <i>Note: Transfer to Nampula. Lunch on charter plane</i>
11:30-1:00pm	Transfer to site visit 1
1:00-2:30pm	<u>Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project</u> to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties
2:30-3:00pm	Transfer to site visit 2
3:00-4:30pm	<u>Site Visit 2: Viable Sweet Potato for Africa (VISTA) program</u> to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique
4:30-6:00pm	Transfer to Ilha de Mozambique
6:00-7:00pm	Downtime/Check-in time
7:00-8:30pm	<u>Debrief dinner</u> to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to

smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30

Nampula Province, Mozambique

Breakfast on own

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| 9:00-10:30am | <u>Tour of Ilha Mozambique Museum:</u> to understand the political history of Mozambique and the importance of Ilha as a major trading post for the Nampula province for centuries. |
| 10:30-11:15am | Transfer to site visit 1 |
| 11:15-12:30pm | <u>Site Visit 1: Visit Village Savings & Loan Association</u> to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses |
| 12:30-1:30pm | Transfer to site visit 2
<i>Lunch provided on vehicles</i> |
| 1:30-4:00pm | <u>Site Visit 2: Tour Banana Grants Facility</u> supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties |
| 4:00-5:45pm | Transfer to hotel |
| 5:45-7:00pm | Downtime/shower time |
| 7:00-8:30pm | <u>Closing Dinner</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development |

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday, May 31

Nampula Province – Travel Day, Mozambique

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| 9:00-10:30am | <u>Breakfast Roundtable with Aflatoxin</u> researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other industry stakeholders to improve the agricultural supply chain and strengthen local and international markets |
| 10:30-11:15am | Transfer to site visit 1 |

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11:15-12:30pm	<u>Tour Cashew Factory</u> to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews
12:30-1:15pm	Transfer to hotel
1:15-3:00pm	Final packing time
3:00-3:15pm	Transfer to airport
4:40pm	Delegation departs for home (Kenya Airlines flight #3)

Saturday, June 1

Travel Day

1:04pm	Delegation lands in DC (AA #4445)
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Addendum A:

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

Invited Senate Congressional Staffers

- Algene Sajery, Senior Adviser, Foreign Policy and National Security, Sen. Ben Cardin
- Sarah Schenning, Legislative Director, Sen. Chris Van Hollen
- Jessica Elledge, Senior Advisor, Foreign Policy, Sen. Chris Murphy
- Corey Tellez, Legislative Director, Sen. Dick Durbin
- Sarah Seitz, Legislative Director, Sen. James Lankford
- Naz Durakoglu, Senior Policy Advisor, Sen. Jeanne Shaheen
- Judd Gardner, Policy Advisor, Sen. Jerry Moran
- Mackensie Burt, Legislative Director, Sen. John Boozman
- Dan Auger, Legislative Director, Sen. John Hoeven
- Meris Petek, Policy Advisor, Sen. Joni Ernst
- Lauren Reamy, Legislative Director, Sen. Marco Rubio
- Ansley Rhyne, Legislative Assistant, Sen. Marco Rubio
- Erica Chabot, Legislative Director, Sen. Patrick Leahy
- Ryan Pettit, Senior Adviser, Sen. Patty Murray
- Dan Burgess, Legislative Director, Sen. Roy Blunt
- Darin Thacker, Legislative Director, Sen. Steve Daines
- Colleene Thomas, Senior Policy Adviser, Sen. Tammy Baldwin
- Katie Naessens, Professional Staff Member, Senate Agriculture Committee
- Joe Shultz, Staff Director, Senate Agriculture Committee
- Adam Yezerksi, Professional Staff Member, Senate Appropriations Committee
- Chris Farrar, Legislative Assistant, Sen. John Boozman
- James Glueck, Staff Director, Senate Agriculture Committee
- Josh Klein, Senior Professional Staff Member, Senate Committee on Foreign Relations
- Anna Knight, Policy Analyst, Senate Committee on Foreign Relations

Addendum B:

Cities of Departure:

Sunday, May 26, 2019:

11:00am – Depart Washington, DC (ET # 501)

Monday, May 27, 2019:

7:15am – Arrive Addis Ababa, Ethiopia

8:55am – Depart Addis Ababa, Ethiopia (ET 819)

1:25pm – Arrive Maputo, Mozambique

Wednesday, May 29, 2019:

9:00am – Depart Maputo, Mozambique (charter flight)

11:30am – Land in Nampula, Mozambique

Friday, May 31, 2019:

4:40pm – Depart Nampula, Mozambique (KQ #756)

7:55pm – Arrive Nairobi, Kenya

10:55pm – Depart Nairobi, Kenya (KQ #2)

Saturday, June 1, 2019

6:55am – Arrive in New York

11:48am – Depart New York (AA #4455)

1:04pm – Arrive in Washington, DC

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